

JOB OUTLINE	
JOB TITLE:	Breakfast/ After School Club Assistant
GRADE:	Scale 2
LOCATION:	St Peter's C of E Primary School
RESPONSIBLE TO:	The headteacher
JOB PURPOSE: The main objectives to be achieved by the Post holder	
To help to create high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To assist with the delivery of activities within the provision.	
MAIN ACTIVITIES	What the Post holder will actually do What prescribed duties the post holder will have
In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the Out of School Club Assistant post	
<ul style="list-style-type: none"> – To assist with the delivery and evaluation of a varied programme of high-quality play opportunities in a safe environment – To follow Safeguarding and Health and Safety policies and procedures – To support the children to develop independent social skills – To undertake duties such as preparing snacks and meals, cleaning club room and toys, reporting any damages and tidying up etc – To report a child's problems/achievements to parents as necessary – To support the manager to liaise with parents to enable the effective operation of the Club – To administer basic/paediatric first aid where appropriately trained – To assist in the specific medical/care needs of pupils when specific training has been undertaken – To take care for their own and other people's health and safety. – To support the manager to maintain registers of attendance/absence and other child records – To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis – To ensure confidentiality is maintained where appropriate – To follow safeguarding policies and procedures at all times 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.